



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
OFFICE OF FINANCIAL AND INSURANCE SERVICES  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
DAVID C. HOLLISTER, DIRECTOR

LINDA A. WATTERS  
COMMISSIONER

January 14, 2005

TO: Mortgage Broker, Lender, and/or Servicer Licensee or Registrant Addressed

RE: Annual Report and Annual Operating Fee Information – ***Due February 28, 2005***

Enclosed is the form to be used when filing the annual report for the year ended December 31, 2004, for business conducted under the Mortgage Brokers, Lenders, and Servicers Licensing Act (Act), as amended. Section 21(3) of the Act requires the filing of the report and makes it a felony to knowingly subscribe and affirm a false statement on the report.

**Note, the form FIS 1077 consists of two parts – Part A and Part B. Part A requires paper completion and submission. Part B requires electronic completion and submission. Both parts must be received by the Office of Financial and Insurance Services by the February 28, 2005 due date for a filing to be complete and timely filed.**

**Part A - The first page of report Part A contains information on file with this office. Review the information for accuracy and completeness. Draw a line through any incorrect information, and insert the correct information, as appropriate. Insert missing information.**

**Part B - Use the paper copy of report Part B to draft the responses before completing the electronic submission. Drafting the responses will reduce errors and speed the electronic submission process.**

*Filing the annual report.* When filing the annual report:

- Use whole dollars only.
- Attach additional pages to report Part A, as needed.
- Ensure that the report is fully completed. Incomplete reports will not be accepted.
- Ensure that the report Part A is signed and dated.
- Submit the original report Part A to this office.
- Complete and submit report Part B via the OFIS Website: [www.michigan.gov/ofis](http://www.michigan.gov/ofis).

*Annual operating fee.* Mortgage loan activity information requested in the annual report will be used to determine the annual operating fee for the license/registration. Failure to provide the required information by the February 28, 2005 due date may result in the assessment of the maximum operating fee for the renewal of the license/registration.

*Late filing.* Filing the annual report Part A and/or Part B after the February 28, 2005 due date will result in the licensee/registrant being subject to a penalty of \$25.00 for each day the report is delinquent, to a maximum of \$1,000.00, pursuant to section 8(6) of the Act.

*Failure to file.* A failure to file the annual report will result in commencement of administrative action against the license/registration.

Mortgage Broker, Lender and/or Servicer – Annual Report

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Annual filing information is available on the OFIS Website: [www.michigan.gov/ofis](http://www.michigan.gov/ofis). Under 'Featured Services', select the Mortgage Licensees/Registrants Locator; then follow the directions to locate the licensee/registrant; then click on the licensee/registrant name to view OFIS Detailed Information and Reporting Dates. If the annual filing has been received and processed by OFIS, the receipt date will be displayed.

If you have a question regarding the annual report filing, please contact this office at a number listed in the letterfoot. Ask or leave a message for Allan Huber.

Sincerely,

Kirt L. Gundry, Director  
Mortgage and Consumer Finance Section

Enclosure

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